

EDITED KSA LISTING

CLASS: RESEARCH PROGRAM SPECIALIST III (DEMOGRAPHY)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Advanced knowledge of principles and concepts of research methods and techniques in order to conduct quantitative evaluations of correctional programs.
K2	Advanced knowledge of the application and interpretation of statistical techniques to analyze inmate and parolee population data.
K3	Basic knowledge of application of computerized models (i.e., SAS) to compile and analyze data.
K4	Basic knowledge of survey methods and analytical techniques to collect relevant data.
K5	Advanced knowledge of correctional programs and operations to design valid research projects.
K6	Basic knowledge of the interpretation of laws, rules, and regulations in order to design compliant research projects.

	Skill to:
S1	Advanced skill to adapt formal research principles to the application and execution of applied research projects.
S2	Advanced skill to determine the scope of research to be undertaken in order to provide the information needed by the department.

Bold text-indicates not on Classification Specification.

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S3	Skill to analyze, design, and use complex data systems in order to obtain the necessary data.
S4	Skill to prepare and present technical population and program evaluation reports in order to provide management with relevant information and recommendations.
S5	Skill to estimate the effects of correctional programs on the distribution of the prison and parole populations in order to project future budget needs.
S6	Skill to make formal and informal oral presentations in order to communicate findings and make recommendations to department management.
S7	Skill in the application of advanced statistical methods in order to reach reliable and valid conclusions.
S8	Skill in use of computer programs (e.g., SAS, Excel, Word, Access, etc.) in order to analyze data appropriately.

	Ability to:
A1	Ability to communicate in a professional and effective manner with others in order to maintain effective working relationships.
A2	Ability to assign project tasks within staff members' abilities to ensure that they are satisfactorily completed in a timely fashion.
A3	Ability to organize data and information to work effectively and efficiently on assigned projects.
A4	Ability to take initiative to set priorities and meet deadlines.

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	Special Personal Characteristics:
SPC1	Flexibility in order to handle a variety of assignments and changing priorities.
SPC2	Teamwork in order to effectively share ideas and skills.
SPC3	Creatively apply problem solving and research skills to complex issues.